

Date: 7/31/19

To: Mary Beth Bruder

CC: Kelly Ferreira, Betsy Howe

From: Pat Mueller, Evergreen Evaluation & Consulting, Inc.

Subject: Progress Report for **ECPC 2.0**

**PROGRESS REPORT: July 2019**

1. **Accomplishments to date (during July)**
* Held Evaluation Team call on July 9 (see notes below).
* Prepped for and participated in 3+2 review.
* Updated Data Collection Schedule.
* Reviewed Smartsheet data on intensive states
1. **Planned Accomplishments (planned for August)**
* Hold Evaluation Team call on August 6 at 11:00.
1. **Invoice (forwarded separately)**

**EEC-ECPC Evaluation Call**

**July 9, 2019**

**Participants:** Mary Beth,Kelly, Betsy, Pat, Arlene, Vicki

**Updates - including debrief regarding 3+2 review**

* ECPC has received no comments from Tracy about the 3+2. Jeannette reported that the reviewers had no major issues, but she thinks OSEP is asking ECPC to do too much and is not communicating effectively.
	+ ECPC may be instructed to change their scope, which will affect evaluation activities.
	+ ECPC is supposed to receive the 3+2 report within a month.
* The collaboration between ECPC and ECTA is still tentative and planned activities may need to be revised based on the information ECPC receives from OSEP.
	+ **Mary Beth will update Pat on the outcome of a meeting about collaboration on 7/15 so Pat is prepared for her call on 7/18 about evaluating the collaboration.**

**Data collection overview**

* Arlene developed a data collection overview in Excel to plan out what data ECPC needs to collect and when.
	+ Items that contain an “X” mean that the activity would generate a report but not necessarily that the report is completed.
* Mary Beth informed EEC about upcoming activities:
	+ Three higher education institutes: DEC pre-conference session, AUCD session, and TED session, all in the fall.
	+ Doctoral Leadership Seminar on 9/10.
	+ Meeting on 8/17 with three ITA states (HI, MS, MN) to review components of CSPD.
		- The ITA states have gone through the TA application and completed their MOUs and strategic planning.
			* **Betsy will put all of these documents in SmartSheet today.**
		- The 8/17 meeting may be a good opportunity to collect ITA data, or at least begin thinking about case studies.
* ECPC will schedule some state Leadership Institutes to take place in the fall before OSEP makes any changes to the center’s scope.
* Mary Beth also reported that ECPC needs to push more product development. They are bringing a few briefs to the OSEP Leadership conference for feedback.
	+ **The ECPC team will collect data about the briefs but will let EEC know if they want assistance with analysis or developing infographics.**

**Next steps for data collection instrument development**

* Arlene will work on developing a document review protocol to allow for greater consistency.

**Smartsheet access**

* Kelly added Arlene in SmartSheet. All relevant state documents will be available in SmartSheet as soon as possible.

**Next call: Tuesday, August 6 at 11:00 am EDT**

EEC Conference Line: 802-255-4060